

PART II - DAMAGE REPORT TO PRIVATE OR COMPANY PROPERTY

1. Location: _____ Owner: _____
2. Equipment/Vehicle Involved: _____ Unit # _____
3. Type: _____ ID No.: _____
4. Employee(s) Person(s) Involved: _____
5. Date: _____ Time: _____
6. Description of Damage: _____

7. Cause of Damage: Human Error Equipment Malfunction Other
8. If Human Error, Was the Employee Competent for the Work Being Performed: Yes No
9. If equipment malfunction, please describe. _____

10. Is repair to the equipment required? Yes No
Mileage _____ Hours _____ Work order #. _____
11. Description of Repair. (By mechanic) _____

12. Is the Town responsibility for the incident? Yes No
13. Was the Property Owner Contacted (if private property): Yes No
14. Drawings or Photos Attached: Yes No
16. Investigating Supervisors Comments: _____

Parks Supervisor

Date

Lead Hand Public Works

Date